

Technical Group
Sub-Professional Engineering and
Planning Series

PLANNING TECHNICIAN III

01/95

Summary

Under general supervision, oversee map and survey file maintenance, participate in planning studies, write planning reports and produce map products using geographical information system.

Typical Duties

Maintain the map and survey data filing system. Involves: performing manual and computerized drafting; revising and correcting detailed work in map tracings; researching maps, reports and other public records; plotting surveys, subdivisions, and zoning districts.

Participate with professional planners in the preparation of special projects. Involves: participating in field and land use surveys; conducting planning research study interviews; making presentations on planning topics, if required; participating in the maintenance of the house numbering program; participating in researching and maintaining inventory of street names.

Write technical urban planning reports and prepare data for publication. Involves: compiling information on population characteristics from a variety of sources; preparing, proofreading, correcting and updating written urban planning materials; using personal computer software to compile planning data; preparing charts and graphics manually or using computer software applications; assembling aerial photos or maps into mosaics; preparing daily and biweekly work reports.

As lead worker, perform tasks related to encoding geographic data to produce maps products. Involves: transferring graphical and non-graphic information to geographic information system; editing graphic design files; guiding and directing others in the use of geographic information system.

Perform related duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing specified duties and responsibilities essential to maintaining continuity of operations and similarly performing any duties of coworkers, if necessary; providing information to the public on such topics as planning policies, programs, and services.

Minimum Qualifications

Training and Experience: Graduation from high school or equivalent and four years of clerical or technical experience assisting in the preparation or revision of maps, graphics, tables, reports, other documents and databases by encoding, cataloging, maintaining or retrieving real property, geographic, architectural, construction, or planning information; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: planning methods, practices and techniques; map symbology and standards; research methodology. Good knowledge of: basic manual drafting techniques; operation of computer system equipment; commonly used word processing, spreadsheet and graphic software. Some knowledge of: zoning and subdivision laws; computerized drafting and geographic information system software comparable to that currently installed.

Ability to: prepare planning studies and reports; read, and understand information contained in land ownership and parcel conveyance documents, sub-division plats and base maps; update and maintain land use records; accurately encode data and locate errors; communicate effectively orally and in writing; establish and maintain effective working relationships with fellow employees, officials, and the general public.

Skill in the use of personal computer hardware and software comparable to that currently installed.

Director of Personnel

Department Head